



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING NOTICE:</b>	<b>Delaware Board of Funeral Services</b>
<b>DATE AND TIME:</b>	<b>Wednesday, July 27, 2011 at 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building

### **AGENDA**

**(Amended items are indicated by an asterisk\*)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes May 25, 2011
- 3.0 Unfinished Business
  - 3.1 Strategic Planning – Develop a New Strategic Plan
  - 3.2 Rules and Regulations
    - 3.2.1 Advertising – Update from DAG Stevenson
    - 3.2.2 Licensure by Reciprocity – Update from DAG Stevenson
    - 3.2.3 Funeral Establishment Inspections – Update from DAG Stevenson
    - 3.2.4 Next Legislative Subcommittee Meeting – TBD
- 4.0 New Business
  - 4.1 Ratification of Licensure
    - 4.1.1 John C. McCormick, Funeral Director by Reciprocity
    - 4.1.2 Duane Calloway, Limited License
  - 4.2 Review of Resident Intern Reports
    - 4.2.1 Ellen Bochanski
      - 4.2.1.1 1st Quarter Progress Report
      - 4.2.1.2 2<sup>nd</sup> Quarter Progress Report
      - 4.2.1.3 3<sup>rd</sup> Quarter Progress Report
      - 4.2.1.4 4<sup>th</sup> Quarter Progress Report
      - 4.2.1.5 25 Embalming Reports
    - 4.2.2 Crystal Johnson
      - 4.2.2.1 1<sup>st</sup> Quarter Progress Report
      - 4.2.2.2 14 Embalming Reports
  - 4.3 Review of Applications for Licensure
    - 4.3.1 Ellen Bochanski, Funeral Director by Internship (contingent upon passing state exam)
  - 4.4 Review of Applications for Continuing Education Approval - None
- 5.0 Complaint Status
  - 5.1 Complaint 27-02-11 Assigned to Mr. Torbert
  - 5.2 Complaint 27-03-11 Assigned to Mr. Chandler

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- 6.0 Other Business before the Board (for discussion only)
- 7.0 Public Comment
- 8.0 Next Meeting – September 28, 2011 at 10:00 a.m.
- 9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**